



SAFEGUARDING CHILDREN AND VULNERABLE ADULTS POLICY

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| Policy Approved Date: | January 2021 |
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Contact Details for Reporting Safeguarding Concerns or Allegations

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Appropriate Contact outside of the Business:

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Address: Granby Street Customer Service Centre, 91 Granby Street, LE1 6FB (City)
Telephone Number: 0116 454 1004

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Address: Safeguarding and Improvement Unit, County Hall, Glenfield LE3 8RF
Telephone Number: 0116 305 7597

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Police Child Abuse Investigation Unit (CAIU)
Telephone Number: 101
Child-line: 08001111 www.childline.org.uk

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Appendix 1 - Form for Reporting Concerns about a Child

1. Purpose

The purpose of Studio 79's safeguarding policy is to provide a secure framework for the workforce in safeguarding and promoting the welfare of those children/young people who attend our theatre.

The policy aims to ensure that:

- All children/young people are safe and protected from harm;
- Other elements of provision and policies are in place to enable children to feel safe and adopt safe practices;
- Staff, children, proprietors, visitors, volunteers and parents are aware of the expected behaviours' and the settings' legal responsibilities in relation to the safeguarding and promoting the welfare of all of children and young people.

1.1 Statement of Intent

This policy applies to Studio 79 to ensure all staff are aware of any circumstances they may have to report, the safeguarding policy explains all procedures that need to be followed if they have any suspicions or evidence of safeguarding issues. All staff and volunteers will be able to refer to our policy. The Policy covers all areas of safeguarding whether that is how to report an incident to the correct licensing when a child is in a performance within the theatre and that they have chaperones to ensure the safety and wellbeing off all children and young people present.

This policy has been put into place so that any child, young person and vulnerable people feel safe and secure in Studio 79.

This policy will come into force as soon as the theatre is open and any children are to attend the theatre for performance or educational purposes and will be reviewed and monitored regularly.

2. Safeguarding Procedures

2.1 Definition of Children and Young People

Children and Young People mean up to the age of 18 years, anybody over 19 years who receive services as care leavers (young people who have been 'looked after' children) and those between the ages 19 and 25 years with learning difficulties.

2.2 Definition of Abuse

Abuse is the violation of an individual's human rights. It can be a single act or repeated acts. It can be physical, sexual, or emotional. It also includes acts of neglect or an omission to act. In all forms of abuse there are elements of emotional abuse. Vulnerable adults may also suffer additional types of abuse such as being manipulated financially or being discriminated against. Other examples of abuse include inflicting physical harm such as hitting or misuse of medication, rape and sexual assault or exposure to sexual acts without informed consent, emotional abuse such as threats, humiliation and harassment, exploitation, ignoring medical or physical needs, withholding of necessities of life such as food or heating. This list is not definitive.

2.2.1 Recognising signs of Abuse

Physical abuse

Children will start to collect cuts or bruises that may appear daily and are likely to be in places where there are bony parts for example elbows, shins and knees. Although some children will gain bruises that the explanation does not quite fit for example on cheeks or thighs. The other types of physical abuse may include cigarette burns, bite marks and broken bones. This may result the child's behaviour to change which could result in depression or they can become quite aggressive themselves.

Emotional Abuse

This can sometimes be difficult to see, it's usually the children that are well cared for that experience no love, affection or attention from their parents. The parents may make them believe that they are not good enough and their development may delay. Children will often shy away and not interact with others or even self-harm themselves.

Sexual Abuse

Adults who use children for their own needs will abuse both male and female children. Usually with sexual abuse the child's behaviour changes but in some cases physical signs may be present. Children may start to talk sexually and when they do so it often means they are experiencing this and want it to stop. The way you may be able to recognise this abuse is by the child itching their genital parts quite a bit, any bleeding from this area and even stomach pains. The behavioural changes you may notice is a child not wanting to be left with an adult on their own, they may become aggressive or withdrawn and may run away from home.

Neglect

This can be difficult to recognise but can have a damaging effect on children. Physical signs of neglected children may include hunger, dirty or they may smell, loss of weight and inappropriate dress for the conditions. There will also be a change in their behaviour including becoming aggressive or withdrawn. Not having many friends or complaining of tiredness.

It is important that if a member of staff sees these signs that they react to this and log any concerns that may have about that child.

2.3 Statement of Values and Principles

- Studio 79 believes that all organisations have a duty of care for all children and young people that use their services or take part in any of their activities.
- Studio 79 believes that the children/young people have rights as individuals and should be treated with dignity and respect. The studio will strive to provide a safe environment for any children and young people in its care.
- All Children and Young People should be encouraged to fulfil their potential and any inequalities should be addressed and challenged.
- Everybody has a responsibility to support the care and protection of any children and young people.

2.4 These policies and procedures are based on the following principles;

- The welfare of children and young people is of primary concern.
- All children and young people, whatever their age, culture, disability, gender, language, racial origin, religious belief and or sexual identity have the right to safe-guarding from abuse.
- It is everyone's responsibility to report any concerns about abuse to the designated safeguarding officer, and the responsibility of the social services department and the police to conduct, where appropriate a joint investigation.
- All incidents of alleged poor practice, misconduct and abuse will be taken seriously and responded to swiftly and appropriately.
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998.

2.5 Designated Persons

Designated persons are the people of the Studio 79 staff that have the responsibility of ensuring effective safeguarding and protection procedures. All designated persons have child protection and safeguarding training. These designated persons will be made aware of at the beginning of every shift.

2.6 The Designated Persons Roles

- Receive and record any concerns that staff, volunteers, children or parents may have.
- Assess all information given properly and carefully. Clarifying or obtaining more information about the concern appropriately and consulting with senior colleagues if necessary.
- Consult with any child protection agency as soon as possible with any doubts and concerns you may have for advice.
- If necessary make a formal referral to any child protection agency.
- Specialist training can be available for all designated persons.

2.7 Code of Conduct

All staff at Studio 79 should:

- Treat all children and young people with respect.
- Provide a good example of conduct you wish everyone to follow.
- If possible ensure that there is more than one adult present during activities with children and young people. (If this not possible be within sight or hearing of other adults.)
- Respect children and young peoples personal privacy and encourage them to feel comfortable and be caring enough for them to point out any behaviour that they do not like.
- Remember it is possible somebody else may misinterpret your actions, even if you are well intentioned.
- Be aware that any physical contact may be misinterpreted.
- A special caution may be required if discussing any sensitive issues.
- Challenge any unacceptable behaviour and report all allegations and suspicions of abuse.
- Employees should give guidance and support to any volunteers or staff that are working with them temporarily.
- All staff and volunteers are responsible for complying with the Child Protection policy and they should act upon any concern no matter how small or trivial it may seem.
- Staff and Volunteers need to ensure that the relationships they form with young people are appropriate and that their behaviour does not breach the government's 'Guidance for safer working practise for adults who work with children and young people'.
- Trustees need to make sure that they appoint the correct members of staff that hold the relevant set of skills and experience to work with children or vulnerable adults and that all staff and volunteers are will be aware of their responsibilities. They will ensure that they have the correct training and checks; they should all have a Disclosure and Barring Service (DBS) and uphold the 'Guidance for Safer working practise'.

All staff at Studio 79 should not:

- Have any inappropriate physical or verbal contact with any children, young people or vulnerable adults.
- Make suggestive or derogatory remarks or gestures in front of children, young people or vulnerable adults.
- Jump to conclusions. (Always have facts)
- Exaggerate or twist child abuse issues.
- Show any favouritism towards an individual.
- Rely on your organisation to protect you.

2.8 Project Planning, Supervision, Risk Assessment and Risk Management

Studio 79 believes that making arrangements for supervision of children and young adults is an effective way to minimise the risk of any of them to suffer from abuse while in our care.

2.8.1 Planning

- The studio should plan and prepare information on the activity that any children and young people are involved in.
- Planning should ensure that all children and young people should be supervised and engaged in suitable activities at all times.
- The studio will obtain in writing a parental consent to children and young people join-ing the activities.
- Parents should be given information of the activity including details of the programme of events, the activity and the supervision ratios.

2.8.2 Supervision

- Studio 79's Director must be satisfied with the staff and volunteers that work on projects involving children and young people and that they are competent to do the appropriate checks.
- Children must be supervised by licensed chaperones at all times.
- Children must not be unsupervised at any venue.
- Chaperones should know what the children and young people are doing and where they are at all times.

- If any activity involves dangerous equipment for any reason there should be constant adult supervision.
- Any dangerous behaviour by children should not be allowed and addressed straight the way.
- All staff will be DBS Checked and have Safeguarding training and if any child is to go out of the building on their own they will be questioned.

2.8.3 Risk Assessment Related to Child Protection

The principle of the risk assessment is to think about:

- The practical details of an activity
- Things that could go wrong
- The likelihood of things going wrong
- Impact of something going wrong

Once this is done:

- Identify measures to reduce the risk
- You can decide what to do if things do go wrong
- Allocate roles to monitor and manage child protection
- A risk assessment and risk management should be carried out for every activity.

2.9 Photographic Procedure

- Do not use children or young peoples names when captioning a photo.
- The studio will request that all parents sign a consent form and give permission for their child to be photographed or videoed. If permission isn't given all staff will be made aware. These forms will state where the images will be used and ensure the image is protected.
- Obtain the parent's permission to use their own image.
- Only use images that the children and young people are appropriately dressed this will reduce inappropriate use.
- Studio 79 will use images of children and young people for social media or on their website with written permission from parents.
- Issue written expectations to professional photographers or press who may be invited to an event, making clear the expectations of them in relation to child protection. Making sure they have the correct checks e.g. DBS.
- Do not allow photographers to have unsupervised access to children and young people. •Do not allow permission for any sessions to be done outside the studio or at the child's home.
- If one child does not have consent from their parents or guardian then you can not take photos at all.

2.10 Recruitment Procedure

When recruiting new employees we need to make sure you are suitable to work with children and young people. We will ensure this by:

- That posts are clearly defined and those necessitating an Enhanced DBS check are clearly advertised as such.
- A copy of our Child Protection Policy Statement will be sent with the recruitment literature for these posts.
- All applicants for these posts will be asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children and MUST declare all previous convictions which are then subject to DBS checks, as well as any cases pending against them. All such information will be treated in confidence and will not be used against applicants unfairly.
- At interview for these posts, a question pertaining to good practice in Child Protection will be asked
- Referees should be asked specifically about the applicant's suitability to work with children.

2.11 Training

Studio 79 will provide the correct training for staff and volunteers. This will include:

- Induction training to go through the child protection policy.
- Particular skills training.
- Comprehensive Child Protection Training.

2.12 Whistle-Blowing and Complaints Procedure

Studio 79 promotes a culture in which staff can express any concerns they may have. This may include a colleagues behaviour in relation to child protection. In order to do this staff are encouraged to share any concerns with a designated person. These concerns will be treated seriously with confidence. Equally the studio recognises that this can cause people to feel anxious and vulnerable but with the child protection training course it will help all staff to manage the sensitivity of this subject.

3. Response Procedures

Studio 79 recognises the importance of having a clear procedure to ensure that all staff handle situations where an appropriate response is needed to a child protection concern.

3.1 Responding to a Child or Young Person Disclosing Abuse

- Stay Calm.
- Listen carefully to what they have to say.
- Find an appropriate time to tell them that it is likely that the information will need to be shared with others - do not promise to keep secrets. (Do this as early as possible)
- Allow them to tell you at their own pace.
- Only ask questions for clarification and avoid asking a question that may suggest a particular answer.
- Reassure them that they have done the correct thing in telling you.
- Explain to them what you will do next and who the information will be shared with.
- Record in writing the conversation using the child or young persons exact words. Note the date, time, any names given and make sure you sign and date this record.
- Contact the designated person.

3.2 Responding to signs or suspicions of abuse.

Discuss with manager or senior colleague and designated persons.

3.3 Responding to allegations of abuse against a member of staff, worker or volunteer.

Discuss with manager or senior colleague and designated persons.

3.4 Recording and Information Sharing

In all situations, including those in which the cause of concern arises from a disclosure made in confidence, it is vitally important to record the details of an allegation or reported incident, regardless of whether or not the concerns are shared with a statutory child protection agency.

An accurate note should be made of:

- Date and time of the incident or disclosure
- Parties who were involved
- What was said or done and by whom
- Any action taken by the organisation to investigate the matter
 - Any further action eg suspension of a worker
- Where relevant, reasons why there is no referral to a statutory agency
- Names of persons reporting and to whom reported

The record should be clear and factual as it may be needed by child protection agencies investigating the incident and may, in the future, be used as evidence in court. Keeping such a record may also help protect Studio 79.

3.5 Confidentiality Policy, Retention and Storage of Documentation.

As a general rule, all personal information that is acquired or held in the course of work-ing with children and young people should be treated as confidential. Particular care should be taken with sensitive information.

Consideration should also be given to the Data Protection Act 1998 which requires that information is obtained and processed fairly and lawfully, that it is accurate, relevant and not held for longer than is necessary and kept securely.

3.5.1 Handling and Safekeeping of Disclosure Information

As an organisation using the Disclosure Studio 79 complies fully with the DBS Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure Information.

Studio 79 is not a DBS Registered Body and therefore will only record the date of a Disclosure and its reference number. It does not hold any Disclosures itself. As a matter of good practice:

- Disclosure information will never be kept in an applicant's personnel file and is only passed to those who are authorised to receive it.
- We recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.
- We do not keep disclosure information for any longer than is absolutely necessary. This is generally a period of up to six months to allow for consideration and resolution of any disputes.

4. Vulnerable Adults

With regards to Vulnerable Adults the above procedures are the correct ones to go by. However, the same principles apply, as above.

- Where possible Studio 79 will identify vulnerable adults and ensure that there are appropriate support measures in place. Mental health difficulties or a disability are what puts them into the legal definition of 'vulnerable'
- Any member of staff across the studio with concerns regarding an adult who they believe or know to be vulnerable must contact the designated person.

5. Relationships with young people aged 16-18

It should be noted that whilst a young person can consent to a sexual activity once they reach the age of 16, the sexual offences (Amendment) act 2000 makes it a criminal offence for a person to engage in any kind of sexual activity with a person under 18 where the adult is in a position of trust.

6. Child Performance Licensing

All children who perform within the arts sector for example, on stage, television or even model work, have their welfare and safety protected by children in entertainment legislation these include:

- Children and Young Persons Act 2008
- Children (Performance and Activity) Regulations (2014)
- The Children (Performance) (Miscellaneous Amendments) Regulations 1998(1)
- The Children (Performance) Amendment Regulations 2000
- The Children (Performance) (Amendment) (No.2) Regulations 2000

Children in Entertainment focuses on children from the age of birth to the compulsory finishing school age.

The mentioned legalisation requires licensing to be issued by the Local Authority for all children who take place in one of the following categories:

- Broadcast Performances e.g. films and tv - This will cover performances that are broadcasted.
- Non -Broadcast Performances e.g. theatre and modelling - This will cover performances that are not broadcasted.

It is the responsibility that the Haymarket Theatre to contact the relevant Local Authority in which a child resides to obtain instructions as to whether a licence is required. It is possible that in some performances a licence may not be required. There are certain performance criteria that may not require a child to have a licence including:

6.1 The Four Day Rule

The Four Day Rule is an exemption that can be used by both professional and amateur companies. This exemption states that a licence is not required for a child if

- They only perform for 4 days in a 6 month period
- They do not need to take any time of school
- They do not receive any payment other than their expenses

Children who fall within this exemption and do not need a licence are still covered by Regulations 21, 22, 33 and 34 of the Children (Performances) Regulations 1968 covering the number of days on which children may perform and their permitted hours of performance. Studio 79 will use the four day rule where appropriate, but this will only be done when the relevant Local Authority is consulted. The Local Authority will need the names of the children in the performance and the dates of the performance.

6.2 Body Of Persons Approval

The Children and Young persons act 2008 gives the Local Authority the power to issue a Body of Persons Approval which will be given to a named individual in an organisation to enable them to engage with children and young people in a non broadcast and recorded performances without applying for a separate licence for each child for each performance. Studio 79 will apply for a Body of Persons Licence when appropriate.

BOPA requirements should provide the Local Authority with the following information in advance:

- Names, address and dates of birth for all children within the performance
- Venue and dates of the performance
- A copy of their current safeguarding policy
- The names of any licensed chaperones and the authority they are licensed by. Specific information is required by the Leicester City Council in relation to the children taking part in an event, to enable the performance to be correctly licensed.

Approval will be granted when:

- confirmation that child performers receive no payment other than expenses
- the performance takes place within the local authority that is granting the Body of Persons Approval

Performance and Exemption License will be granted when:

- the organisation complies with the regulations on days and permitted hours of performance contained in the Children (Performance) Regulations 1968
- that the Local Authority agreed that the rehearsal/performance venue(s) are suitable places for children to perform
- the organiser has ensured appropriate arrangements are in place to transport child performers to and from the venue and for them to be released into the care of an appropriate person
- the organiser will not use the children in performances that may be dangerous
- the organiser can demonstrate that it can meet any health, safety and welfare conditions set by the local authority

7. Chaperones

All licensed children will need to be chaperoned by law when in a performance. Chaperones act as loco parentis and should give the child the correct care that is expected. Regulations state that the required ratio is 1 chaperone to 12 children. The priority for a chaperone is the child and the chaperone must not take part in anything that means the child is not under the correct supervision and care. A chaperone is in complete charge of a child unless the child's parent/carer is with them at the performance venue. Once the child has completed the performance and is handed over to his parent/ guardian/carer the chaperone is no longer responsible for the child. If during anytime on the premises a child tries to exit the building on their own the door staff will question them. All door staff will be DBS Checked and have the correct Safeguarding training. It is possible to call Leicester County Hall for any evidence needed.

By law each chaperone should keep a record for each child per performance.

- It is a requirement under the Regulations that these records be kept and made available, together with each child's Licence, at every place of performance where a child is present, for inspection by an officer of the Local Authority in whose area the performance takes place.
- Upon completion of the production, the daily record sheet/s should be stored at the Licence Applicant's main company address for a period of not less than 12 months after the final performance date for which the Licence has been granted Licensed Chaperones are approved by Local Authorities.

8. Visiting Companies

When planning for a visiting company to use Studio 79 it is important that the company are correctly licensed or exempted and that they send over their safeguarding policy so that the Studio 79's staff on shift whilst they are around know their policy and procedures. This is to ensure that any child on the premises is safeguarded. All visitors will be required to verify their identity to the satisfaction of reception and college security staff. If the visitor is unknown to the setting, we will check their credentials and reason for visiting before allowing them to enter the setting. Visitors should be ready to produce identification. Visitors are expected to sign in using the visitors' sign in system. Visitors to the college who are visiting for a

professional purpose, such as educational psychologists and college improvement officers, will be asked to show photo ID and: Will be asked to show their DBS certificate, which will be checked alongside their photo ID; or The organisation sending the professional, such as the LA or educational psychology service, will provide prior written confirmation that an appropriate level of DBS check has been carried out. All other visitors, including visiting speakers, will be accompanied by a member of staff at all times. We will not invite into the college any speaker who is known to disseminate extremist views, and will carry out appropriate checks to ensure that any individual or organisation using college facilities is not seeking to disseminate extremist views or radicalise pupils or staff.

9. Reviewing of the Policy

This policy and procedures will be regularly monitored and reviewed:

- In accordance with changes in legislation and guidance on the safeguarding of children and vulnerable adults or any changes within Studio 79.
- Following any issues or concerns raised about safeguarding or children or vulnerable adults within Studio 79.
 - In all other circumstances, at least annually. Related policies
 - Admissions policy
 - Risk assessment procedure
 - Health and safety policy
 - Recruitment and retention policy
 - Student and staff policies relation to conduct
 - Data protection
 - Disclosure of a disability
 - Mental health policy

10. Statement of Policy for Protection of Children and Young People.

Studio 79 believe that it is unacceptable for any children or young people to experience any abuse and recognises the responsibility to safeguard the welfare of any children and young people that may enter the premises by protecting them. 'Child' in context of this policy refers to an individual under the age of 18 as recognised by the Children Act 1989; however the policy also applies to vulnerable adults who use the Theatre. Whenever the term 'child' is used it also refers to young people and vulnerable adults.

We aim to provide safe participatory and creative opportunities for all children and young people who are involved in productions within the studio. In order to do this we recognise that:

- The welfare of children and young people is paramount.
- All children have the right to equal protection from all types of abuse or harm, whatever their background may be.
- Working with children and young people, their parents, carers and other agencies is essential for promoting their welfare.

The Purpose for this Policy is:

- To provide protection for children and young people who are linked with Studio 79 including children of adult members or users.
- To provide staff and volunteers with guidance on procedures they should use if they suspect a child or young person is experiencing or be at risk of harm or abuse.
- This policy applies to all staff at Studio 79 whether you are full time, part time, sessional or volunteer.

We will endeavour to safeguard children and young people by:

- Valuing them, Listening to and respecting them.
- Using child protection guidelines through procedures and a code of conduct for all staff and volunteers.
- Hiring staff and volunteers correctly making sure they have the correct checks, or the necessary checks are made.
- Making sure that information about child protection and good practice with children and young people is shared with all parents, staff and volunteers.
- Sharing any concerns with who needs to know involving parents and children appropriately.
- Providing effective management for staff and volunteers through supervision, support and training.

Responsibility for Update:

Applies to: Studio 79's staff; including students and volunteers, who work with children and young people.

Studio 79 is committed to reviewing this policy and good practice annually. Date of approval: 01/03/2021

Approved By: E.Phillips

Proposed Date of Review: 01/03/2021

11. The Main Legislation

11.1 The Rehabilitation of Offenders Act (1974)

This act made any convictions „spent“ after a certain period and the convicted person would not normally have to reveal or admit the existence of a spent conviction. In most circumstances, an employer cannot refuse to employ someone, or dismiss them, on the basis of a „spent“ conviction. However under this act all applicants for positions which give them “substantial, unsupervised access on a sustained or regular basis” to children, must declare all previous convictions whether spent or unspent, and all pending cases against them.

11.2 The Children Act 1989

This act provided legislation to ensure that the welfare and developmental needs of children are met, including their need to be protected from harm.

11.3 The Police Act 1997

This act contained the provision to set up the Criminal Records Bureau for England and Wales.

Under this act it is a criminal offence for an employer to not check an employee working with children or vulnerable adults give a job to someone who is inappropriate to work with children or vulnerable adults when they know this to be case.

11.4 The Protection of Children Act 1999

Under this act, childcare organisations (defined as those that are „concerned with the provision of accommodation, social services or health care services to children or the supervision of children“) must make use of the Disclosure Service in their recruitment and reporting processes and urges other organisations working with children to also do so.

11.5 Criminal Justice and Court Services Act 2000

This act covers Disclosures and child protection issues. It contains the list of convictions that bar offenders from working with children in „regulated positions“. These types of „regulated positions“ are defined in this act and include: any employment in schools, children“s homes, day care premises where children are present caring for, training, supervising, or being in sole charge of children unsupervised contact with children other positions which give the kind of access or influence which could put children at risk if held by a disqualified person (e.g. management committee members).

11.6 Care Standards Act 2000

A DBS disclosure is required for most roles in organisations providing care or health services regulated under this act. This act also sets out the Protection of Vulnerable Adults scheme.

The POVA or Protection of Vulnerable Adults scheme was launched in 2004 by the Department of Health and the National Assembly for Wales. This includes the POVA list (see below in definitions of terms).

Legislation with regard to those working with vulnerable adults is less developed and more open to interpretation.

It is important that all appropriate staff are DBS checked.

11.7 Every Child Matters and the Children Act 2004

In September 2003 the Government set out in the Green Paper „Every Child Matters“ its proposals for a radical reorganisation of children’s services – from hospitals and schools, to police and voluntary groups. Subsequently, Every Child Matters: Change for Children“ was issued and the Children Act 2004 was passed. It sets out the Government’s approach to the well-being of children and young people from birth to age 19. Every local authority will lead on integrated delivery of services for children and young people through multi- agency children's trusts. Local authorities are also required to set up statutory Local Safe- guarding Children Boards which are replacing the non - statutory Area Child Protection Committees. The children's trusts are a direct response to Lord Laming's report of the inquiry into the death of Victoria Climbié, which highlighted the extent to which better work-ing together and better communication was crucial. The Every Child Matters agenda has been further developed through publication of the Children's Plan in December 2007, which aims to improve educational outcomes for children, improve children's health, reduce offending rates among young people and eradicate child poverty by 2020.

Further details from www.everychildmatters.gov.uk

11.8 Safeguarding Vulnerable Groups Act 2006

In response to recommendation 19 of the Bichard Inquiry Report into child protection procedures following the Soham murders, new arrangements for people whose jobs and voluntary work bring them into contact with children and vulnerable adults (previously referred to as the vetting and barring scheme) is due to be phased in from October 2009 under the Safeguarding Vulnerable Groups Act. The aim of the scheme is to provide a more effective and streamlined vetting service for potential employees and volunteers. This means that the current vetting systems using List 99 and POCA (see below in definitions of terms) will be integrated to create a single list of people barred from working with children.

Appendix 1 - Form for reporting concerns about a child

Details of child and parents/carers:

| | | | |
|-----------------------------------------------------------------------------------|----------|------------------|---------------|
| Name of child | Gender | Age | Date of Birth |
| Ethnicity | Language | Additional needs | |
| Name(s) of parents/ carer(s) | | | |
| Child's home address and address(es) of parents (if different from child's) | | | |

Your Details:

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------|
| Your name: | Your position: | Date and time of incident (if applicable): |
| Are you reporting your own concerns or responding to concerns raised by someone else? | Reporting own concerns Responding to concerns raised by someone else | |
| If you are responding to concerns raised by someone else, please provide their name and position within the organisation: | | |
| Please provide details of the incident or concerns you have, including times, dates, description of any injuries, whether information is first hand or the accounts of others, including any other relevant details: | | |
| The child's account/perspective | | |
| Please provide details of anyone alleged to have caused the incident or to be the source of any concerns: | | |
| Provide details of anyone who has witnessed the incident or who shares the concerns: | | |

Please note: concerns should be discussed with the family unless:

- the view is that a family member might be responsible for abusing the child*
- someone may be put in danger by the parents being informed*
- informing the family might interfere with a criminal investigation.*

If any of these circumstances apply, consult with the local authority children's social care department to decide whether or not discussions with the family should take place.

Have you spoken to the child's parents/carers? If so, please provide details of what was said. If not, please state the reason for this.

Are you aware of any previous incidents or concerns relating to this child and of any current risk management plan/support plan? If so, please provide details:

Summary of discussion with supervisor/manager:

| | |
|-------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Has the situation been discussed with the named person for child protection? If so, please summarise the discussion: | Yes No |
| After discussion with the supervisor/line manager and named person, do you still have child protection concerns? | Yes No |
| Have you informed the statutory child protection authorities? | Yes No |
| Police? | Yes No Date and time: Name and phone number of person spoken to: |
| Local authority children's social care: | Yes No Date and time: Name and phone number of person spoken to: |

Action agreed with child protection authorities:

What has happened since referring to statutory agency(ies)? Include the date and nature of feedback from referral, outcome and relevant dates:

Signed

Date and time

Name and position